

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM**

PERIOD: JULY 1, 2003 - JUNE 30, 2004

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2004 JUL -9 AM 10: 57

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: San Diego County Department of the Public Defender

Division/Unit: Central, East County, North County, South Bay, Kearny Mesa

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	342	Hours	277,889	X	\$17.19	=	\$4,776,911.91
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Types of work performed by GENERAL VOLUNTEERS in this category:

Assist Deputy Public Defenders in representing indigent, including interviewing customers,
conducting preliminary hearings, preparing trial notebooks, appearing at arraignments and bail
reviews, completing research and writing, and conducting trials.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	45	Hours	40745	X	\$17.19	=	\$700,406.55
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Assist support staff in office related duties, including file maintenance, record keeping,
reception coverage, attorney request, transmission of facsimiles and office mail.
Receive training and supervision in general office support skills.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
					<u>\$0.00</u>
					<u>\$0.00</u>

No. Vol.	Total Hours	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>342</u>	<u>277,889</u>	<u>\$4,776,912</u>
<u>45</u>	<u>40745</u>	<u>\$700,407</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	387	Total Hours	318634	Total Value	\$5,477,318.46
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: Public Interest Law Foundation Value: \$16,000.00

Item Donated: Law School Fellowships Value: \$24,000.00

Item Donated: Federal Work study Grants Value: \$50,000.00

Item Donated: Orientation/Continental Breakfast Value: \$520.00

TOTAL VALUE = \$90,520.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 2080 X Rate \$50.60 **\$105,248.00**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 2080 X Rate \$25.00 **\$52,000.00**

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : Training Materials and Supplies Cost: \$4,680.00

Item : Recruitment/Travel Cost: \$2,080.00

Item : Mailing Cost: \$1,500.00

TOTAL OF OTHER PROGRAM COSTS =

\$8,260.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$165,508.00

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$5,477,318.46**

b. Total of Donations to Volunteer Program, Item 3 **\$90,520.00**

c. Subtract Total of program Costs, Item 4d **\$165,508.00**

TOTAL PROGRAM BENEFIT:

\$5,402,330.46

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6. **RECRUITING:**

Please describe your recruiting programs:

Recruitment involves four primary phases: 1. Visiting law schools, universities,
community colleges and paralegal schools; 2. Staffing of table at job fairs;
3. Mailings to schools, volunteer groups and community organization; and
4. Conducting On-Campus Interviews during recruitment seasons at schools.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Our department significantly increased volunteer hours for the clerical unit. Our
department started a volunteer program in the investigative unit. Our office was able to
continue our law school clerkships at no cost to the department by applying for and
obtaining significant donations from fellowships and grants.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to honor and recognize outstanding volunteers, especially those who track
over 500 volunteer hours; increase the total grants awarded to volunteers for work
performed in the Department; Continue to organize (in conjunction with the San Diego
County Bar Association) Third Annual job fair for underrepresented law students.

9. **GENERAL INFORMATION:**

Name of person completing report: Mina Greenman

Phone: (619) 338-4865 Mail Stop: C277 E-Mail: Filomena.Greenman@sdcou

Volunteer Coordinator: Melvin Conrad Epley

Phone: (619) 338-4876 Mail Stop: C277 E-Mail: Melvin.Epley@sdcounty.ca.g

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

6-3-04
DATE

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